

LFS Applicants Privacy Policy

1. Introduction

This policy is to explain when and why the London Film School (“LFS”, “we”, “our”, “us”) collects personal information about applicants (“you”, “your”) and how it is processed. We aim to be clear about data collection, storage, usage and your rights and to assure you that we would not use your data in a way you would not want or expect us to.

2. Scope

This policy applies to all LFS students on the following programmes:

- MA Filmmaking
- MA Screenwriting

3. Purpose of Data Collection and Processing

LFS needs to hold and process personal data about you for a number of administrative and statutory purposes and to ensure both parties can meet their contractual obligations, namely:

- To process applications submitted for any of the programmes listed in section 2 as per the LFS Admissions Policy;
- To engage with you at any stage of the application process;
- To support you throughout the application process;
- To verify documentation and certificates submitted by you as part of the application process;
- To assure, maintain and enhance admissions standards;
- To maintain your applicant record;
- To ensure international applicants meet the requirements for a Tier 4 visa and LFS its duties as a Tier 4 sponsor;
- To administer your finances, including, but not limited to tuition fees, bursaries and scholarships;
- To administer bursary and scholarship applications;
- To manage queries, complaints and appeals;
- To monitor its commitment to widening participation;
- To carry out audits (both internally and externally) to ensure compliance with our statutory, regulatory and legal obligations;
- To ensure we can fulfil our statutory, regulatory and legal obligations.

3.1. Who Has Access to Your Data and How Is It Shared?

Access to your data in our databases and systems is limited to LFS employees and only for the purposes outlined in section 3.

LFS does not share your data with any third parties until after you have received an offer. Some of your data will also be processed and shared anonymously in order for LFS to meet its statutory requirements, because it is in the public interest or because it is required for a third party’s legitimate interest.

LFS does not sell data your data to third parties. LFS also does not share your data with third parties for marketing purposes.

3.1.1. Sharing Your Data for the Purposes of a Tier 4 Visa

Personal data held by LFS about Tier 4 applicants or students will be shared with the Home Office (UK Visas and Immigration) if required to process a Confirmation of Acceptance for Studies (CAS). We may

also ask for your consent to receive information, for example your immigration history and status of your visa application, from the Home Office.

From time to time, the Home Office may contact us to enquire about your status. LFS will provide this information as per the Home Office guidance.

3.1.2. Sharing Your Data with Agents: Account Created by the Applicant

We will not discuss your application with agents unless you have given permission for us to do so. Please note that you as the applicant will need be asked to give your consent for us to discuss your application with the agent. This is one of the steps the application process.

We may contact you via email or (mobile) phone to confirm your consent.

If you as the applicant do not wish to create the account yourself and instead ask the agent to open an account on our online application system on your behalf, please read section 3.1.3.

3.1.3. Sharing Your Data with Agents: Account Created by the Agent

We will not discuss your application with agents unless you have given permission for us to do so.

If you did not create the account on our online application system yourself, the agent will be asked to provide a contact email address for you (please ensure your agents has permission to share your email address with us). We will use this email address to contact you and ask for your permission to discuss your application with the agent.

We will not process your application until your consent has been received.

3.1.4. Applicants and LFS Social Media

During the application process, we will seek your consent to add you to a Facebook group for new students. This group is administered by LFS staff and gives new students an opportunity to meet fellow students and find out more about the London Film School and London itself (including accommodation).

We will only add you to this group if you have given your consent during the application process and only after you have been offered a place on the course.

4. Equal Opportunities Monitoring

LFS is committed to creating and maintaining a diverse, positive and supportive environment for its student.

In order to monitor this, we may collect equal opportunities monitoring information at the point of application.

Any such information will stay confidential and is kept separate from the application only available to Registry staff. It is not taken into account when considering candidates for a role at the London Film School.

Anonymous statistics are shared more widely across LFS and with third parties both in an effort to monitor equal opportunities and to ensure statutory requirements have been met.

Please refer to the LFS Students Privacy Policy for information on how equal opportunities monitoring data of students is shared.

5. What Data Do We Hold, How Do We Collect It and Where Do We Store It?

We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as it is necessary for the relevant activity, or as

long as is set out in any relevant contract you hold with us. Other information is required in order for us to fulfil our contractual obligations.

5.1. Data Held by LFS about Applicants

LFS holds data about you in order to perform its duties and for the performance of a contract.

This information is collected at the point of application or enrolment, using online forms.

We may collect the following types of data:

- a) Your name, date of birth, contact information (including email address, mobile and phone number, Skype user ID, home address, residence address, correspondence address, next of kin contact details and address, emergency contact details, nationality, country of birth, country of permanent residence, UK immigration history and requirements, criminal convictions. We will also ask you to upload a passport photo.
- b) Programme applied for and start date and admission decisions as well as information on how you intend to pay your fees, including bursary, scholarship or (government) loan applications;
- c) Personal statement and description of your life (in which you may choose to include personal information), details about proficiency in English, education history, including predicted and actual results and qualifications awarded.
- d) We also ask you to upload a CV as part of your application.
- e) Information about two referees.
- f) Data about you heard about the London Film School.
- g) Finally, we outlined in section 4, we collect personal data to enable equal opportunities monitoring. This includes your gender, gender ID, sexual orientation, ethnicity, disability, religion or similar beliefs.

Additional data may be held by the provider we use to administer applications. When creating your online account to apply to study at LFS, you'll be asked to provide some basic information, including name and email.

The provider of the application also logs IP addresses of users and any location information contained there. The location data collected and stored is tied directly to the IP address used to access. Any action a user takes while signed into their account, starting with signing in, will be recorded with a timestamp and the individual's name to the activity log.

During the application process, you will be asked to pay the application fee. This payment is processed via a third-party provider who, in return, will also ask you for personal information. The personal information we receive from the provider about you is limited to your email address and, if applicable, your verification status with the provider.

5.2. Data Held by LFS About Applicants Requiring a Tier 4 Visas

In order to assist you with your Tier 4 visa application and to ensure you meet the requirements for a Tier 4 visa, we may collect the following personal information from you:

- a) Evidence of your knowledge of English;
- b) Proof of funding to demonstrate that you have sufficient funds (money) to meet the Home Office's minimum requirement;
- c) Tuberculosis test results.

Please note: we reserve the right to not issue a CAS to applicants who refuse to share this information with us and who do not follow the steps outlined in the LFS guidance for Tier 4 applicants available from the LFS website.

Please refer to the LFS Students Privacy for more information on the personal information stored and processed about students on a Tier 4 visa.

5.3. Data Storage

Data about staff and sessional staff is stored in various databases and systems used by LFS to conduct its business. Access to those databases is secure and restricted to LFS staff who require it to perform their duties.

Some of these databases and systems used are provided and hosted by a third-party provider who will publish their own privacy policies.

LFS is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis.

6. Data Retention

Applicant data processed and retained for the performance of a contract as per this policy for the duration of processing of the application.

Once an application has been processed in full, the following applies:

6.1.1. Successful Applicants

Data of successful applicants who enrol on the course is stored, processed and retained in line with the LFS Student Privacy Policy.

Data of successful applicants who do not enrol on the course is retained by the London Film School for 12 months after the start of the course which they applied for unless you ask for your place on the course to be deferred to a future course (in line with the LFS Admissions Policy).

Any records pertaining to an applicants' finances, with the exception of information obtained in the context of Tier 4 visas, will be retained for up to six years.

6.1.2. Unsuccessful Applicants

Data of unsuccessful applicants is retained by the London Film School for 12 months after the start of the course which they applied for.

After three months, only the applicants name, the outcome of the application process and the reasons for the decision are retained. Any other information and data submitted as part of the application is deleted at this point.

Any records pertaining to an applicants' finances, with the exception of information obtained in the context of Tier 4 visas, will be retained for up to six years.

7. Updating Your Data

It is important to us that we always hold the most-up-date information about you. To update your data held by LFS, please complete the online form available via our Virtual Learning Environment.

Once a request has been received, it is normally processed within one month.

8. How do we contact you?

Our communications are normally by email and most communications are only sent out via email. In some instances, however, we may also contact you by phone (mobile or home). In some cases, we will also contact you by post.

Applicants may restrict the usage of their personal email address as outlined in section 9.3.

You may opt out of receiving the LFS newsletter, emails about events or fundraising, but it is necessary for LFS to communicate with you about matters pertaining to your application and related matters.

If you prefer not to receive LFS newsletter, emails about events or fundraising, you can opt out by emailing my.data@lfs.org.uk.

9. Your Rights

9.1. Right to Access

Applicants have the right to access the personal and supplementary information held about them by the London Film School.

To access this information, please email my.data@lfs.org.uk.

Information will be provided at the latest within one month of receipt.

9.2. Right to Erasure

At the point where we no longer need to process your data for the performance of a contract, you have the right to ask us to stop processing your personal data. If you choose to exercise this right, we will delete most of your personal data held by LFS.

We will, however, retain some basic information.

To exercise your right to erasure, we suggest that you send us an email at my.data@lfs.org.uk. You may also make your request verbally by contacting a member of the Management Team who will confirm your request in writing and pass on your request to relevant members of staff.

Your request will be processed with one month and after having received and processed your request, we will no longer contact you by email, phone or post or any other means.

9.2.1. Successful Applicants

Data of successful applicants who enrol on the course is stored, processed and retained in line with the LFS Student Privacy Policy. The right to erasure of students is also covered in the LFS Student Privacy Policy.

Data of successful applicants who do not enrol on the course is retained by the London Film School for three months after the start of the course which they applied for. If you wish to exercise your right to erasure without ever having taken up a place on the course, we will delete most of your data, but retain the following:

- a) Your name;
- b) The outcome of the application process;
- c) The reasons for the decision.

Any records pertaining to an applicants' finances, with the exception of information obtained in the context of Tier 4 visas, will be retained for up to six years.

9.2.2. Unsuccessful Applicants

Data of unsuccessful applicants is retained by the London Film School for three months after the start of the course which they applied for.

After three months, only the applicants name, the outcome of the application process and the reasons for the decision are retained. Any other information and data submitted as part of the application is deleted at this point.

If you wish to exercise your right to erasure, we will delete most of your data, but retain the following:

- d) Your name;
- e) The outcome of the application process;
- f) The reasons for the decision.

Any records pertaining to an applicants’ finances, with the exception of information obtained in the context of Tier 4 visas, will be retained for up to six years.

9.3. The Right to Restrict Processing

You have the right to restrict the way in which your data is processed as long as the processing falls outside the performance of a contract.

To exercise your right to restrict processing, we suggest that you send us an email at my.data@lfs.org.uk. You may also make your request verbally by contacting a member of the Management Team who will confirm your request in writing and pass on your request to relevant members of staff.

Your request will be processed with one month.

9.4. The Right to Object

Applicants have the right to object to their data being used for purposes of scientific/historical research and statistics.

Anyone wishing to exercise their right to request should email my.data@lfs.org.uk.

9.5. Rights in Relation to Automated Decision Making and Profiling

The London Film School does not use automated decision making or profiling in the context of its applicants.

10. Changes to Our Privacy Policies

Our privacy policies are reviewed regularly, usually on an annual basis. Updates will be posted on the LFS website.

If we ever make significant changes to the way we process your personal data, we will either clearly highlight this on our website or write to you directly.

11. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Range, Academic Registrar	16/04/2018
0.2	Comments from staff consultation, including of introduction of additional paragraphs	Philip Range, Academic Registrar	01/05/2018
1.0	Approved by Management Team	-	08/05/2018